

---

## Legal Secretary - Equal Rights

[Equal Rights Division](#)

### Job Announcement Code: 16-01284

[Printable Job Announcement](#)

#### Deadline

May 8, 2016

#### Salary Information

Starting salary is \$34,673 per year, plus excellent benefits. (For current state employees, this classification is in pay schedule-range 02-12. Pay upon transfer or reinstatement is based on the compensation rules applicable to the transaction.) A six-month probationary period will be required.

#### Introduction

Join the Department of Workforce Development for the opportunity to help ensure fairness in Wisconsin's workplaces!

The Division of Equal Rights is currently recruiting individuals with legal secretary experience to apply for our current vacancy in the Milwaukee Hearings Office. For more information about the DWD, please visit <http://dwd.wisconsin.gov/dwd/aboutdwd.htm>.

DWD offers an exciting place to work with an excellent benefits package (see <http://etf.wi.gov/careers/benefits.htm>), a casual office environment, flexibility, a variety of work schedules, and many opportunities to develop and grow your skills.

#### Job Duties

Working independently under the general supervision of the Civil Rights Bureau Director, acts as Legal Secretary for the Civil Rights Bureau Hearing and Mediation Section in the Milwaukee Equal Rights Division Office. This position is the primary scheduler of hearings and mediations for the attorneys (Administrative Law Judges) in the Equal Rights Division located in Milwaukee, Madison, and out stationed in Wisconsin. Provides administrative and secretarial support to the attorneys. Independently coordinates the case assignments and scheduling of hearings and mediations for the attorneys. Maintains communication with the attorneys as they travel extensively and require communications from this position regarding filings, motions, late requests, and emergency situations. Reviews correspondence from litigants and determines the appropriate referral for resolution of the issues raised by that correspondence. Reviews written decisions, determines the nature of the decision and the next step in processing the decision (final or non-final decision), and determines the appropriate appeal notice to provide to the parties. Certifies the decisions and prepares the notice of appeal rights. Issues non-final decisions and orders and issues directions for the filing of attorney fee petitions. Maintains records of events in the Civil Rights Information System (CRIS) or its successor. Performs the enforcement functions in the Hearing and Mediation Section, determining when a case is ready for enforcement, reviewing files and composing and issuing correspondence seeking enforcement. Advises the parties of

their rights and responsibilities in regard to enforcement and determines when enforcement has been accomplished or if the case should be recommended for further enforcement action. Composes and issues correspondence on cases regarding hearing procedures, discovery procedures, mediation procedures and other legal correspondence informing the parties of their rights and responsibilities. Performs office management functions including analyzing procedures, recommending and instituting changes in procedures, and coordinating the work flow in the Hearing and Mediation Section. Serves as the contact for the public, including unrepresented parties and attorneys, providing detailed information on the status of cases, scheduling, legal procedural questions, and explanations of the laws and procedures enforced by the attorneys in the Hearing and Mediation Section. Provides information technology support to the attorneys as needed. This position requires the holder to demonstrate significant knowledge of the Fair Employment Law, Housing and Public Accommodations Law, the Wisconsin Family and Medical Leave Law, and other laws or statutes enforced by the Hearing and Mediation Section.

### Required Knowledge, Skills and Abilities

Ability to establish and maintain effective working relationships with supervisor, co-workers and the public; ability to independently interpret laws, administrative rules, and procedures in order to effectively manage the work flow of cases through the administrative hearing process; ability to effectively use personal computer and software such as Microsoft Word, Excel, Outlook and Access; ability to work independently with little supervision; ability to handle multiple tasks at once; knowledge of internet skills; knowledge of effective oral communication; excellent organizational skills; ability to compose correspondence to the case parties.

### Background Check

Due to the nature of this position, a criminal background check may be conducted prior to making an offer of employment.

### How to Apply

You are required to apply and take an examination online. The exam is available at [WiscJobs](#). Before you begin the on-line exam process, please use the "Preview Exam" feature to determine if you are interested in and qualified for this position.

You will be required to upload a current resume and complete a civil service examination. Your responses to the exam will be used to determine your eligibility for this vacancy. Resumes may not be substituted for answering these questions.

Questions regarding the examination can be directed to Lisa Buske at (608) 266-9310 or [LKBJobs@dwd.wi.gov](mailto:LKBJobs@dwd.wi.gov).

Application/examination materials must be completed and finalized on-line by 11:59 PM on the deadline date. The application materials you submit are considered to be an examination. The materials will be evaluated and scored by a panel of job experts, and the most qualified applicants will be invited to participate in the next stage of the recruitment process.

All applicants, including those eligible for transfer, reinstatement or demotion, are required to participate in the application process described above.